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**TO**  
**TEACHERS,**  
**AND**  
**RULES FOR SPELLING.**

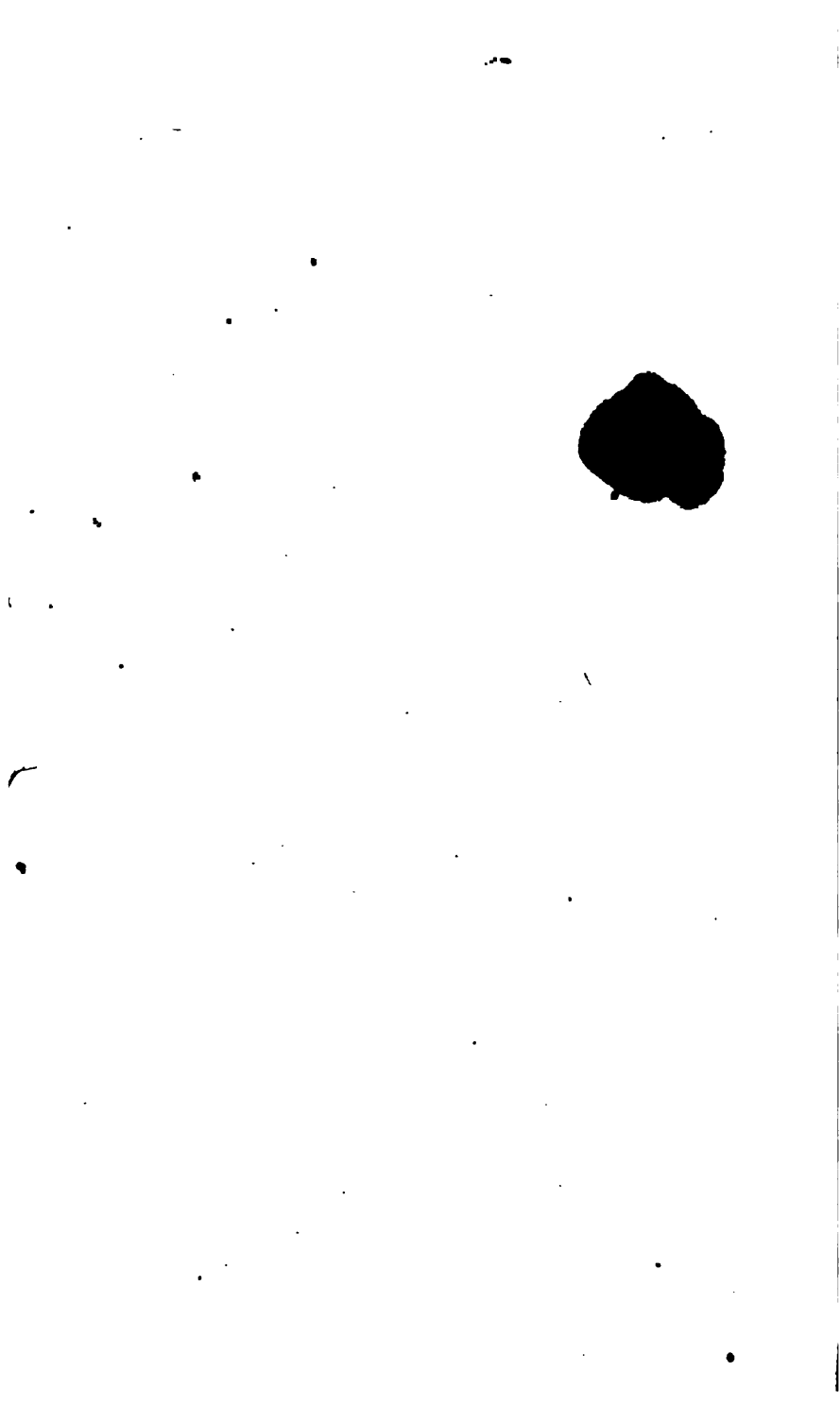
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**By DYER H. SANBORN.**

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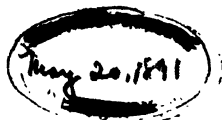
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## Rules or Regulations for the Discipline of Schools.

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The writer recommends the following RULES and MORAL AXIOMS for the use and benefit of Schools, believing that moral suasion, whether *silently* or *openly* exerted, is the mighty lever that *moves* and *should* control the world of mind. These RULES and AXIOMS are not offered for special adoption, nor with reference to their graduated importance, as they stand in *succession*; but that any portion of them may be adopted at the option of the Teacher with the approbation of parents, and guardians of youth. RULES indicating things permitted to be done, are convenient both for teacher and scholar; and tend to save the labor of continual repetition. Moral REQUISITIONS and PROHIBITIONS occasionally read in the hearing of scholars, or perused by them individually, exert, *silently*, a wonderful influence on their minds. These Rules and Axioms have been adopted in many schools with very happy results.

Many youth are often guilty of improprieties which may be termed *inadvertencies*, with no wrong intentions, for want of discrimination, because they do not know that they have done wrong, not having a just idea of their relative duties. The proposed AXIOMS are unobtrusive mementos admirably calculated to awaken moral emotions in the breasts of children, inspiring them with a just sense of right and wrong, and leading them to cherish virtue and to shun vice. I have witnessed with no ordinary satisfaction the salutary influence of these mottos, when for a long time suspended on the walls of a School-Room. Were they introduced into all Schools, the attentive observer would soon perceive a gradual change in the morals and manners of children and youth.

The RECOMMENDATIONS and SUGGESTIONS to TEACHERS are subjoined to give them a bird's eye view of their duty, and to aid them in the discharge of it.

D. H. S.



14. To bow at the commencement and close of a standing recitation.

15. To pay strict attention during any recitation or School exercise, that you may be able to correct the errors of your class when called on by the Teacher.

16. To walk to and from the recitation stand with orderly precision.

17. To rise and stand when addressed by your teacher or by a superior.

18. To make no delay when sent on errands.

19. To make good all damages done to buildings.

20. To be furnished with necessary books and stationery.

21. To pay for all injuries done to the books or property of a fellow student.

22. To go directly, in an orderly manner, to and from School, and treat all respectfully on the way.

23. To walk easily and lightly about the School-room ; and to be easy in every movement.

24. To do nothing that will infringe upon the rights of a fellow pupil.

25. To have a place for everything, and everything in its place.

26. To obey cheerfully the regulations of the School.

27. To bring from a parent or guardian a written excuse for absence and tardiness, when it is the adopted regulation of the School.

28. To raise the hand to indicate willingness to answer a general question put by the teacher, or to ask permission to speak.

29. To make no unnecessary noise within the walls of the building at any time of day or night.

30. To keep all books clean ; when done using them, put them in their appropriate place, and arrange books and desks in proper order.

31. To return promptly whatever you borrow of any one.

32. To fill all vacant time in ciphering ; to get your lessons as if you were to recite each one alone.

33. To bow cheerfully and pleasantly, when you meet or pass your teacher.

34. To present a knife by its handle ; a book the right side upward to be read by the person receiving it.

35. To rise whenever the Superintending School Committee, the Prudential Committee, parents, or friends enter your School, or take their leave.

36. To promote, as far as possible, the happiness, comfort, and improvement of others.

37. To try to learn to do right at all times, and to cherish emotions of kindness, both towards superiors and inferiors.

38. To speak the truth, and always cherish a love for it.

39. To be kind and honorable, and fair, and always duly regard the rights of others while engaged in recreations during recesses and intermissions.

40. To take the rule of reciprocity as a guide under ALL circumstances ; "Do unto others as we think it is right that they should do unto us."

41. To stand upright when reading, with heels near together, toes turned out, and with the breast thrown forward.

42. To take off the hat immediately on entering a neighbor's house.

43. To treat your parents and teachers with respect.

44. To hand a book voluntarily to a visitor at the commencement of a recitation ; and to take it at the close.

45. To play and to have recreation *out of doors,—in open air,—and not in the School-room.*

46. To enter the School-room and retire from it, in a quiet and orderly manner.

47. To be in the School-room, seated, still, and ready to commence the morning exercises when the teacher enters the door.

48. To hang hats, caps, coats, &c., on nails or hooks, numbered and appropriated to each individual.

49. To show respect to your teacher or to a superior on public occasions, by rising and offering a preoccupied seat.

50. To answer the inquiries and questions put by your teacher, in a **RESPECTFUL** tone of voice.

51. To mark everything of which you are the owner ; write your name once in your books, that you may easily know them.

52. To be studious and industrious whenever your teacher is called out of the School-room.

53. To pick up books, pens, pencils, hats, or caps, when found on the floor, and put them in some appropriate place.

54. To improve evenings and leisure hours out of school, in study, with parental permission, to be prompt and ready in subsequent recitations.

## SECTION II.

### Prohibitions, or things forbidden to be done.

Scholars are forbidden—

1. To spit on the floor, hearth, stove, or furniture of the room. ✓

2. To throw shells, pens, paper, apple-cores, or anything whatever on the floor. ✓

3. To use profane or indelicate language, or to trifle with the feelings of others.

4. To wear a hat in the School-room.

5. To take a book, or any article of another without his permission.

6. To spend the hours of School in recreation, such as skating, sliding, or in anything that will divert the mind from study.

7. To loiter 'about taverns, stores, or shops of any description.

8. To indulge in eating fruit or food of any description, or chewing gum, during the sessions of the School.

9. To smoke, chew, or use tobacco in any form.

10. To play in the School-room.
11. To nickname, vex, tease, push, strike, kick, abuse, or in any way to insult a fellow pupil, either at, or while going to or from School.
12. To quarrel or encourage others to quarrel.
13. To throw or sling a ball, stones, or any missile within or at the School-buildings, or at or near any buildings in the neighborhood of the School.
14. To enter or go out of the School-house for any purpose except by the door.
15. To ask a question or open a desk, during any recitation or School exercise.
16. To sit or stand in the School-room with a hat on the head.
17. To put the hat on the head until the scholar has arrived at the door of the School-room in passing out.
18. To play at *paw paw* anywhere, or any game within or about the School-building.
19. To climb any fence, railing, ladder, &c., about the School-house, or to ascend any lightning-rod, sheds or other buildings in the vicinity.
20. To cut, mark, scratch, chalk, or in any manner to deface the desks or seats, to write improper words, disfigure, injure or defile, any part of the School-buildings, or anything connected with them.
21. To tell out of School any of its transactions; that is, "To tell tales."
22. To be boisterous or noisy during recesses or intermissions, so as to annoy any one passing, or residing in the vicinity.
23. To place the feet on the chair-rounds of another, or on any desk or seat.
24. To sit in a neighbor's house with the hat on the head.
25. To blot, mark, soil, deface, or scrawl on slips or writing-books.
26. To waste School hours in talking, laughing, playing

idling, standing up, turning round, teasing, or in any manner diverting the attention of a fellow student from study.

27. To use or keep a knife for the sake of whittling, or for any improper purpose.

28. To buy, sell, or traffic with a fellow student.

29. To take any fruit or articles from gardens or orchards, or to enter or cross mowing fields without permission.

30. To read the letters or writings of others, or to take them into your hands without leave.

31. To stare at visitors or strangers, at any time.

32. To rob bird's nests, or to treat any animals with cruelty.

33. To take boards from sheds, fences, or from any buildings, whether attached or piled up, public or private, or in any way to deface or injure sheds, fences, or any buildings or property, either in the vicinity of the School, or any where else.

34. To scribble on your *own* books, or on those of others.

35. To meddle with ink unnecessarily.

36. To laugh at the *mistakes* or *imperfections* of others.

### SECTION III.

#### General Rule of the Teacher on commencing a School.

1. "Every scholar is expected to do RIGHT;" to do nothing that will infringe upon the rights of a fellow student or that will mar the feelings of his teacher; in fine, to do nothing that conscience tells him not to do.

2. The law of *love*, of *kindness*, and *good will*, should be the *higher law* of the School.

3. "ORDER IS HEAVEN'S FIRST LAW." JUSTICE AND THE LAWS OF THE LAND REQUIRE OBEDIENCE TO THE WHOLESOME REGULATIONS OF THE SCHOOL. "Firmness and decision," must



be the teacher's motto. However painful, it may be, to punish the offender, still it is the duty of the teacher to inflict punishment with a parental spirit for the best good of the scholar, for the good of the School, and for the benefit of the rising generation.

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## SECTION IV.

### Recommendations and Suggestions to Teachers.

1. That all the scholars that can, join in reading the Scriptures in the morning at the opening of the School.
2. That the teacher *time* his exercises, state their number, forenoon and afternoon, and have two copies, one to hang on the walls of the room, the other loose for reference.
3. That he devote fifteen minutes every afternoon to generalization or review.
4. That he teach reading practically, the right inflections of the voice, the nature of emphasis, accent, stress, pauses, sentential, rhetorical, poetic, and the right pitch of the voice at the question point. **READING** is the great key to knowledge that unlocks the treasure of human and infinite wisdom.
5. Question scholars on what they read.
6. Teach the Rules for Spelling, such as are found in this Manual, Spelling Books and Grammars, and exemplify them by requiring a variety of words to be written on the black-board.
7. Require *all* scholars to study elementary or mental arithmetic, and give appropriate formulas.
8. When practicable, in written arithmetic, require that the scholars solve the problems on the black-board, explain by analysis, and the rules will be the result of analysis.
9. Use the black-board more or less in all the studies.

10. Teach Geography practically; with beginners, commence *at home*, and go *from home*; with those more advanced, teach map-drawing, and the classification system, interspersing questions on the location of places; also, teach the names of the towns in the county.

11. To beginners in English Grammar, teach the parts of speech and their modifications, one at a time, and apply them by parsing; to those more advanced, teach by analysis, the subject and predicate, modifiers and connectives, at the same time parsing each word separately, beginning with easy prose sentences, and gradually advancing to those more difficult and complex.

12. Teach the elementary sounds and powers of the letters, syllabication, the abbreviations, points and stops, primitive and derivative words, and the essential parts of the Spelling Book.

13. In penmanship, teach a fair, legible handwriting, first a large, then a medium, and then a running business hand.

14. Teach scholars the relative duties of life, as required by the statute.

15. Teach *one* thing at a time; teach that *thoroughly* before proceeding to another.

16. Remember that he is the best and most useful TEACHER, and does the most to discipline the minds of his pupils who trains THEM to do the work, not he who does it FOR them.

17. Teach scholars *to define, to think, to reflect, to reason.*

18. In the common exercises of Spelling, write on the black-board, slates, or paper, as much as possible. Write composition when practicable. Be inventive; for variety is the spice of life.

19. Fill out the School Register with care, answer the printed questions, and minute under the head of "General Remarks by Teachers," every thing that will be valuable to the S. S. Committee in making out *their* Report.

20. Enter the names of your scholars in the School Register in alphabetical order.

21. Write the names entire in a fair, legible hand, with the initial of the middle name.

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